

Technical Branch
Science & Engineering Group
Electrical & Electronic Devices Series

TELECOMMUNICATIONS TECHNICIAN

12/97 (TLW)

Summary

Under general supervision, perform journey level work in the installation, repair and modification of highly technical telecommunications equipment.

Typical Duties

Perform diagnostic, remedial and preventative maintenance and assist in installation of telecommunications equipment and systems. Involves: inspecting, installing, maintaining, troubleshooting and repairing mobile and base station radio communications equipment and accessories, point-to-point digital microwave terminals and repeaters including transmission lines and antennas and emergency backup power systems at City-owned radio sites; preparing Federal Communication Commission logs of system performance; documenting system repairs, keeping records of items returned for depot repair; working closely with vendors to resolve communications, telephone and related problems.

Inspect, maintain, troubleshoot, repair and program telephone switches and key systems at various City facilities. Involves: assisting City personnel with telephone related problems to include repair or replacement of faulty telephones, moving and changing phones and reassigning telephone numbers and long distance codes.

Perform related duties as assigned. Involves: maintaining accurate records of system equipment and repair histories; may assist management in planning and designing new installations and facilities; performing housekeeping tasks at work site.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from High School or G.E.D. supplemented by completion of a two year course in electronics technology and two (2) years experience in telecommunications maintenance and repair; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good Knowledge of: electronics and electrical power; two-way radio systems, microwave systems, and telephone switching systems; materials, tools, and techniques of the trade; occupational safety and health precautions of the trade; laws, rules and regulations governing communication equipment.

Ability to: test, diagnose and repair communication and related equipment; read and interpret blueprints, drawings, sketches and schematic diagrams; work independently or assist fellow technicians; comply with safety practices and procedures; work under adverse weather conditions; communication clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, system users and other departments or agencies; prepare and maintain daily reports.

Skill in the safe operation and care of: hand tools, and testing equipment of the trade; personal computers and related software; motor vehicle through normal city traffic and over rough terrain.

Physical Requirements: Work at heights up to 30 feet (ladders and/or bucket trucks); stooping and kneeling; manual dexterity. Occasionally operate 4-wheel drive vehicle over rough terrain; move heavy objects (up to 50 lbs.) and exposure to inclement weather or adverse conditions such as hazards of electricity.

Special Requirements: Subject to call back beyond normal daily work schedule such as evenings, weekends or holidays.

Licenses and Certificates: Possession of a Federal Communications Commission (FCC) General Class Radiotelephone License; or proof of passing FCC General Class Radiotelephone examination and a copy of filed application for FCC General Class Radiotelephone License by time of appointment. Texas Class "C" Driver's License or equivalent from another state.

Director of Personnel

Department Head